

**SC Commission on Higher Education
1122 Lady Street, Suite 300
Columbia, South Carolina 29201**

**Minutes of
EXECUTIVE DIRECTOR SEARCH COMMITTEE
November 10, 2015, 2:14 p.m.**

Search Committee Members Present

Ms. Allison Dean Love, Chair
Ms. Dianne Kuhl
Mr. Clark Parker
Ms. Terrye Seckinger

CHE Staff Present

Ms. Julie Carullo
Mr. Gary Glenn
Dr. John Lane
Ms. Beth Rogers
Dr. Karen Woodfaulk

Search Committee Members Absent

Mr. Tim Hofferth

Others Present

Ms. Kim Aydlette, State Human
Resources (phone)
Ms. Dona Ayers, Capital Information
Affiliates (phone)
Mr. Christopher Gomez, David
Gomez & Associates, Inc.
Ms. Amy Hill, Sowell Gray Stepp
& Laffitte, LLC

Advisory Committee Members Present

Mr. Calvin Jackson

**Advisory Committee Members
Absent**

Dr. Ronnie Booth
Dr. Sandra Jordan
Mr. Ted Pitts
Mr. Austin Smith

**1. Welcome and Introductions
2. Compliance with SC FOIA**

The meeting was called to order at 2:14 p.m., after which it was affirmed that the meeting was being held in compliance with the S.C. Freedom of Information Act (FOIA).

At Commissioner Love's request, all in attendance introduced themselves to Mr. Gomez. It was established that there was a quorum for the meeting.

3. Consideration of October 29, 2015 Meeting Minutes

A **motion** was made (Seckinger), **seconded** (Parker) and **carried** to approve the minutes of the October 29, 2015 Executive Director Search Committee meeting.

4. Search Firm Introduction

Mr. Gomez introduced himself and provided information about his business background and experience. He then reviewed his Work Plan and Service Level Agreement, details about which may be found in **Attachment I**.

During the course of Mr. Gomez's presentation, comments from Search Committee members included the importance that the candidates: 1) have familiarity with higher education, have an advanced degree, and also understand education policy; 2) have strong managerial and leadership skills; and 3) have credibility with the presidents of the higher education institutions.

During discussion about the allowable CHE Executive Director salary level, Commissioner Love requested that potential candidates be made aware that, while CHE has \$360 million in total funding, the actual operational budget, which includes salaries and fringe benefits, is only \$1.6 million.

With regard to whether comparable information about budget and numbers of employees had been collected about agencies throughout the country that are similar to CHE, Mr. Gomez reported that he had not gathered that information. Mr. Glenn reported that Ms. Carullo has, however, accumulated some of that data which could be shared with Search Committee members.

Commissioner Kuhl emphasized that though CHE's actual operational budget of \$1.6 million, the agency is actually responsible for the making sure that the total \$360 million in funding that it receives is appropriately administered.

Also noted was that the administrative infrastructure of CHE necessitates that its Executive Director have strong hands-on skills and day-to-day involvement in the agency because of the relatively small number of employees to whom responsibilities can be delegated.

With regard to the proposed timeline, Mr. Gomez reported that November 24 was his projected date to deliver an ideal candidate presentation to the Search Committee with other upcoming dates of December 8 for emailing a full candidate presentation and December 9 for reviewing those candidates with the Search Committee and determining which would be selected for interviews. Brief discussion took place about the scheduling of further activities beyond those dates. It was recommended that initial interviews be conducted by Skype with final interviews being conducted in person.

5. Division of State Human Resources, Department of Administration

Ms. Aydlette reported that approximately ten additional applications had been distributed to Commissioners Hofferth and Seckinger on Monday, November 9 for their consideration and distribution to the full Search Committee as they deemed appropriate. This distribution brought the total number of applicants to date to approximately 112. She invited Mr. Gomez to contact her should he need information from the State Human Resources perspective.

6. Report from Review Subcommittee

Commissioner Seckinger reported that one of the ten applications distributed by Ms. Aydlette would be distributed to the full Search Committee for consideration. She stated that she would ask Ms. Rogers to forward that particular application to the full Search Committee for their review and consideration.

7. Executive Session for the purpose of discussion of personnel matters related to the CHE Executive Director Search and other contractual matters

At 3:30 p.m., **motion** was made (Parker), **seconded** (Kuhl), and **carried** for the meeting to go into Executive Session for the purpose of discussing personnel matters related to the CHE Executive Director Search and also contractual matters. Commissioner Love requested that Mr. Glenn remain in the room for the Executive Session.

A **motion** was made (Seckinger), **seconded** (Kuhl), and **carried** for the meeting to return to open session at approximately 4:00 p.m.

8. Action Item (if necessary pending discussion)

Commissioner Love reported that there were no action items to be brought from the Executive Session portion of the meeting. She stated that the committee had some follow-up homework items to attend to in order to determine the status of the committee's situation.

9. Next Steps

In terms of next steps, Commissioner Love stated that Ms. Hill and Mr. Gomez would be in communication for the purpose of reviewing the proposed contract with David Gomez & Associates, Inc.

10. Other Business

There was no other business to consider.

11. Adjournment

A **motion** was made (Seckinger), **seconded** (Kuhl), and **carried** to adjourn the meeting at 4:05 p.m. Commissioner Love stated that a Doodle survey would be conducted among the Search Committee members to determine the date and time of the next meeting.

Respectfully submitted,
Beth Rogers,
Recording Secretary